

The background features a series of concentric, wavy lines in various shades of green and blue, creating a sense of depth and movement. A small, stylized figure of a person in a white shirt and dark trousers is walking along a path that leads from the bottom right towards the top right, where the path ends in a bright green area.

Sage AR Automation Webinar

25th February 2025

Sage

Agenda

- Features
- Enhancements
- Legacy to React migration

Features

- Enhanced onboarding process for Fortispay Payment Merchant
- Global set up for Merchant and Webhook

Enhanced onboarding process for Fortispay Payment Merchant

This feature enables the users to add merchant accounts for Fortispay through better onboarding process. During onboarding, users must provide domain, username, and password, while all other account related credentials will be automatically imported from Fortispay into SARA application.

Functional Flow

- Navigate to company page.
- Click on target company.
- Add merchant account setup by selecting “Fortispay Onboarding” option in dropdown.
- Click on “Sage Network Platform Onboarding” button.
- Provide Domain, Username and Password of your Fortispay account.
- Save the merchant account setup.

Merch Acct ID:

Fortispay-

Merch Acct Desc:

automation

Company ID:

GlobalMerchantAccount

Curr ID:

USD

▼

Max Payment Amt:

9,999.00

Active:

☒

Cust Class ID:

Select

▼

Country Code:

Interface:

FortispayOnboardir

▼

Sage Network Platform Onboarding

☐ Check Duplicate Payments

☐ Is Surcharge Applicable

Interface URL EFT/Credit

https://api.sandbox.zeamste

Interface URL EFT Only

v2

Lockstep (Sage AR) would like to access your Fortis Account.

Please provide your login credentials to authorize this application to perform actions on your behalf.

Domain

Username

Password

Authorize

Global Set Up For Merchant Account and Webhook

This feature allows users to add merchant accounts and webhooks at the global level, making them available across all companies listed on the company page.

However, if a merchant account or webhook is configured at the company level, the company-specific settings will take precedence, and the global settings will be ignored.

Functional Flow

- Click “Edit Global Merchants/Webhook” button.
- Add merchant account setup and webhook.

Highlight company row to show merchant accounts.

Edit Global Merchants/Webhook

	Company ID	Display Compan	Company Name	Home Curr ID	Default User	Use Remit To	RemitToAddrNar	RemitToAddrLin	RemitToAddrLin	RemitToAddrLin	RemitToAddrLin
Edit	e2b Teknologic	e2b Teknologic	e2b Teknologic	USD		~ UnAssigned	False				
Edit	E2B USD	E2B USD	E2B USD	USD		~ UnAssigned	False				

Page: 1 of 1GoPage size: 2Change

GLOBAL MERCHANT ACCOUNT SETUP

+ Add new record

	Merch Acct ID	Merch Acct Desc	Company ID	Curr ID	Max Payment Amt	Active	Cust Class ID	Country Code	Interface
Edit	Fortispay-	automation	GlobalMerchantAccount	USD	9999.00	<input type="checkbox"/>			Fortispay

Page: 1 of 1GoPage size: 1Change

WEBHOOKS

Webhooks

Webhook Type	Payment Type	Webhook URL	Bulk Webhook URL	Access Credential	Security Credentials	Currency ID
Payment	None			Intacct	Select Security Creden	USD

Page: 1 of 1GoPage size: 1ChangeItem 1 to 1 of 1

Enhancements

Surcharge Transactions Enhancements

- The status of surcharge transactions has been enhanced and aligned with the actions taken for invoice payments
 - Status of surcharge record in Interpayments portal will get updated as cancelled when user changes payment method from CC to ACH
 - Status of surcharge record in Interpayments will get updated as cancelled when user de-selects invoice before making payment on payment popup.
- Surcharge Percentage will be displayed for payments
- Surcharge is calculated based on the latest payment amounts entered

Payment Method Enhancement

- Payment method drop down will reflect credit card last four digits if Nickname is not added while creating the payment method.

Communication Template Enhancement

- Communication Template Can not be made Inactive if it is used in Credit Class

Use Case 1 Payment Method changed from CC to ACH

When CC payment method is selected

New ActivityPaymentFilterExport To ExcelRefreshBest FitView SettingsFreeze Columns

TOTAL OF SELECTED TRANSACTIONS198.00

ADDITIONAL PAYMENT0.00

DISCOUNTED AMOUNT3.96

PAYMENT AMOUNT194.04

TRANSACTION FEE5.55

TRANSACTION PERCENTAGE2.86

USD

Payment Methodcc

Edit Payment Methods

Make a Payment

Cancel

Pmt Note

NOTICE: THERE MAY BE A TRANSACTION FEE APPLIED TO COVER CREDIT CARD PROCESSING COSTS.

FilterRefresh

ID	History	Status	Total ?	Fee ?	Base ?	Expected ?
+ STxId: 4jgggxwim1m9orqz79irnnoqo MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t08:48:58.4421764z	Created: 2:18:58 pm Last Updated: 2:18:58 pm	Assigned	\$194.04	\$5.55	\$4.63	\$4.93

When EFT(ACH) payment method is selected

New ActivityPaymentFilterExport To ExcelRefreshBest FitView SettingsFreeze Columns

TOTAL OF SELECTED TRANSACTIONS198.00

ADDITIONAL PAYMENT0.00

DISCOUNTED AMOUNT3.96

PAYMENT AMOUNT194.04

USD

Payment Methodach

Edit Payment Methods

Make a Payment

Cancel

Pmt Note

ID	History	Status	Total ?	Fee ?	Base ?	Expected ?
+ STxId: 4jgggxwim1m9orqz79irnnoqo MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t08:48:58.4421764z	Created: 2:18:58 pm Last Updated: 2:18:58 pm	Cancelled	\$194.04			\$4.93

Use Case 2: When Invoice is de-selected

TOTAL OF SELECTED TRANSACTIONS198.00ADDITIONAL PAYMENT0.00DISCOUNTED AMOUNT3.96PAYMENT AMOUNT194.04TRANSACTION FEE5.55TRANSACTION PERCENTAGE2.86

USD

Payment MethodccEdit Payment Methods

Make a PaymentCancel

Pmt Note

NOTICE: THERE MAY BE A TRANSACTION FEE APPLIED TO COVER CREDIT CARD PROCESSING COSTS.

	Invoice	TranType	Display	Invoice Date	Due Date	PaySched	Payment Amount	Amount	Balance	CurrID	Days Past Due	View Activities	View Applications	Reason Code	InDispute	TotalPendPmt	Consolidat
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	Clear	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	S100118528.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>	<input type="text"/>	-22.50	-13.59	USD	-13	0 Activities	1 Applications		<input type="checkbox"/>	-8.910	
<input type="checkbox"/>	S100118529.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>	<input type="text"/>	-22.50	-22.50	USD	-13	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	S100118530.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>	<input type="text"/>	-90.00	-90.00	USD	-13	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	S100118531.002	CM		1/15/2025	3/2/2025	<input type="checkbox"/>	<input type="text"/>	-112.50	-112.50	USD	-13	0 Activities	0 Applications		<input type="checkbox"/>	-337.500	
<input type="checkbox"/>	S100118532.002	CM		1/15/2025	3/17/2025	<input type="checkbox"/>	<input type="text"/>	-67.50	-67.50	USD	-28	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	C000094404.001	CR		1/16/2025		<input type="checkbox"/>	<input type="text"/>	-41.00	-41.00	USD	0	0 Activities	0 Applications		<input type="checkbox"/>	0.000	
<input type="checkbox"/>	S100118535.001	IN		1/17/2025	3/19/2025	<input type="checkbox"/>	<input type="text"/>	153.00	-27.00	USD	-30	0 Activities	4 Applications		<input type="checkbox"/>	0.000	
<input checked="" type="checkbox"/>	S100118537.001	IN		1/17/2025	3/19/2025	<input type="checkbox"/>	<input type="text" value="198.00"/>	198.00	198.00	USD	-30	0 Activities	0 Applications		<input type="checkbox"/>	602.120	

ID	History	Status	Total ?	Fee ?	Base ?	Expected ?
STxId: 4mpa3ow63p20sxnyqcb16yz28 MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t08:59:09.4772510z	Created: 2:29:09 pm Last Updated: 2:29:09 pm	Assigned	\$194.04	\$5.55	\$4.63	\$4.93

FilterRefresh

ID	History	Status	Total ?	Fee ?	Base ?	Expected ?
+ STxId: 4mpa3ow63p20sxnyqcb16yz28 MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t08:59:09.4772510z	Created: 2:29:09 pm Last Updated: 2:29:09 pm	Cancelled	\$194.04			\$4.93

Surcharge Percentage Displayed For A Transaction

Surcharge % will be displayed along with the amount of transaction fee for a transaction

Functional Flow

- Navigate to portal.
- Select an invoice.
- Click on Pay
- Select the payment method as CC
- Check the payment amount to be paid.

Make a payment

Pay from

Fortispay_cc_987339

Manage payment methods

Invoices selected for payment (1)

<input type="checkbox"/>	Invoice Date	Invoice Number	Amount Due	PAYMENT AMOUNT	Due date	Status
<input type="checkbox"/>	Jan 16, 2025	AR IN-087007	\$ 100.00	\$ <input type="text" value="100.00"/>	Jan 16, 2026	Open

Total Invoice Amount: \$100.00

Total Transaction Fee: \$2.86 (2.86%)

Total Payment Amount: \$102.86

NOTICE: THERE MAY BE A TRANSACTION FEE APPLIED TO COVER CREDIT CARD PROCESSING COSTS.

Pay

Surcharge is calculated based on the latest payment amounts entered

TOTAL OF SELECTED TRANSACTIONS243.00ADDITIONAL PAYMENT0.00DISCOUNTED AMOUNT4.86PAYMENT AMOUNT238.14TRANSACTION FEE6.80TRANSACTION PERCENTAGE2.86

















USD

Payment MethodccEdit Payment Methods

Make a PaymentCancel

Pmt Note

NOTICE: THERE MAY BE A TRANSACTION FEE APPLIED TO COVER CREDIT CARD PROCESSING COSTS.

	Invoice	TranType	Display	Invoice Date	Due Date	PaySched	Payment Amount	Amount	Balance	CurrID	Days Past Due	View Activities	View Applications	Reason Code	InDispute	TotalPendPmt	Consolidated Inv
						Clear									Clear		
	S100118528.002	CM	 	1/15/2025	3/2/2025			-22.50	-13.59	USD	-13	0 Activities	1 Applications			-8.910	
	S100118529.002	CM	 	1/15/2025	3/2/2025			-22.50	-22.50	USD	-13	0 Activities	0 Applications			0.000	
	S100118530.002	CM	 	1/15/2025	3/2/2025			-90.00	-90.00	USD	-13	0 Activities	0 Applications			0.000	
	S100118531.002	CM	 	1/15/2025	3/2/2025			-112.50	-112.50	USD	-13	0 Activities	0 Applications			-450.000	
	S100118532.002	CM	 	1/15/2025	3/17/2025			-67.50	-67.50	USD	-28	0 Activities	0 Applications			0.000	
	C000094404.001	CR		1/16/2025				-41.00	-41.00	USD	0	0 Activities	0 Applications			0.000	
	S100118535.001	IN	 	1/17/2025	3/19/2025			153.00	-27.00	USD	-30	0 Activities	4 Applications			0.000	
<input checked="" type="checkbox"/>	S100118537.001	IN	 	1/17/2025	3/19/2025		198.00	198.00	198.00	USD	-30	0 Activities	0 Applications			796.160	
<input checked="" type="checkbox"/>	S100118542.001	IN	 	1/21/2025	3/23/2025		45.00	45.00	45.00	USD	-34	0 Activities	0 Applications			0.000	

ID	History	Status	Total ?	Fee ?	Base ?	Expected ?	
+ STxId: 5m8o39x23evdugi30nlpr2q68 MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t10:49:04.4353642z	Created: 4:18:59 pm Last Updated: 4:19:04 pm	Assigned	\$194.04	\$5.55	\$4.63	\$4.93	✓
+ STxId: 4z5prlir4bjjsnd8d5buddkw0 MTxId: invoiceid: s100118542.001 - timestamp: 2025-02-17t10:49:04.3287106z	Created: 4:19:04 pm Last Updated: 4:19:04 pm	Assigned	\$44.10	\$1.25	\$1.04	\$1.28	✓



After amount is changed

TOTAL OF SELECTED TRANSACTIONS70.00ADDITIONAL PAYMENT0.00DISCOUNTED AMOUNT0.00PAYMENT AMOUNT70.00TRANSACTION FEE1.97TRANSACTION PERCENTAGE2.81

USD

Payment MethodccEdit Payment Methods

Make a PaymentCancel

Pmt Note

NOTICE: THERE MAY BE A TRANSACTION FEE APPLIED TO COVER CREDIT CARD PROCESSING COSTS.

	Invoice	TranType	Display	Invoice Date	Due Date	PaySched	Payment Amount	Amount	Balance	CurRID	Days Past Due	View Activities	View Applications	Reason Code	InDispute	TotalPendPmt	Consolidated
						Clear									Clear		
	S100118528.002	CM		1/15/2025	3/2/2025			-22.50	-13.59	USD	-13	0 Activities	1 Applications			-8.910	
	S100118529.002	CM		1/15/2025	3/2/2025			-22.50	-22.50	USD	-13	0 Activities	0 Applications			0.000	
	S100118530.002	CM		1/15/2025	3/2/2025			-90.00	-90.00	USD	-13	0 Activities	0 Applications			0.000	
	S100118531.002	CM		1/15/2025	3/2/2025			-112.50	-112.50	USD	-13	0 Activities	0 Applications			-450.000	
	S100118532.002	CM		1/15/2025	3/17/2025			-67.50	-67.50	USD	-28	0 Activities	0 Applications			0.000	
	C000094404.001	CR		1/16/2025				-41.00	-41.00	USD	0	0 Activities	0 Applications			0.000	
	S100118535.001	IN		1/17/2025	3/19/2025			153.00	-27.00	USD	-30	0 Activities	4 Applications			0.000	
	S100118537.001	IN		1/17/2025	3/19/2025		50.00	198.00	198.00	USD	-30	0 Activities	0 Applications			796.160	
	S100118542.001	IN		1/21/2025	3/23/2025		20.00	45.00	45.00	USD	-34	0 Activities	0 Applications			0.000	

ID	History	Status	Total ?	Fee ?	Base ?	Expected ?	
+ STxId: 5m8o39x23evdugi30nlpr2q68 MTxId: invoiceid: s100118537.001 - timestamp: 2025-02-17t10:53:59.7729581z	Created: 4:18:59 pm Last Updated: 4:23:59 pm	Assigned	\$50.00	\$1.42	\$1.18	\$1.42	✓
+ STxId: 4z5prlir4bjjsnd8d5buddkw0 MTxId: invoiceid: s100118542.001 - timestamp: 2025-02-17t10:53:59.6607591z	Created: 4:19:04 pm Last Updated: 4:23:59 pm	Assigned	\$20.00	\$0.55	\$0.47	\$0.69	✓

Communication Template Can not be made Inactive if it is used in Credit Class

After the fix, when a communication template is in use within a credit class, the option to mark it as inactive will be disabled. However, if the template is not being used anywhere, the option to set it as inactive will be enabled, allowing the user to deactivate it.

Functional Flow

- Navigate to Admin > Master Files > Communication Template
- Edit on Template

The screenshot displays the 'Edit on Template' interface for a communication template. The form includes fields for 'Template ID' (Embedded Live) and 'Description' (Embed Live). Below these are tabs for 'Email', 'Voice Message', and 'Text'. The 'Status' is set to 'Active' with a dropdown arrow. A checkbox for 'Use Lockstep Template Style' is present. The 'Override From Address' field is empty. The 'To' dropdown menu is open, showing 'Inactive' selected (highlighted with a red box) and 'Active' as an option. The 'CC' dropdown is also open, showing 'Active'. The 'Subject' field contains 'Embed Live'. At the bottom, there are 'Attachments' and 'Clear' buttons, and a checkbox for 'Embed Report In Body'.

Legacy to React Migration

Done

- Home
- Dashboard
- Messages Section
- Accounts Section
- Inquiries By User Section
- Admin Master Files Section (Activity Templates, Activity Types, Communication Template, Reason code, Report, Reporting Groups, Sales Rep, Message Settings)

Coming up in next few releases

- Admin Master Files Section (Company, Credit class, Customer, Users)
- Settings & Utilities

REACT : Communication Page

Functional Flow:

- Navigate to Admin > Master Files > Communication Template

LOCKSTEP

Selenium_QA

Home

Dashboard

Favorites

Messages

Activities

Accounts

Inquiries

Admin

qa-app.ar.lockstep.io/admin/master-files/communication-template

ATC_LinksSageServiceDeskOffice 365ATC Account Updat...ConnectorsCloud Migration URLLearningReactChatGPT

Begin Typing Customer Name or ID ...

Select User to Assign
Selenium_QA

COMMUNICATION TEMPLATE SETUP

REFRESHBEST FITDENSITY

+ ADD NEW COMMUNICATION TEMPLATE

Actions	Template ID	Description	Email Template St...	Override From Ad...	To Address	CC Address	Subject	Voice Message Sta...	Voice Message To	Text To	Text Status
	Contains	Contains	Contains	Contains	Contains	Contains	Contains	Equals	Contains	Contains	Equals
	Voice	Voice	Inactive					1	@CustAllVoice		0
	Third Reminder	Email to Customer Re: Third Remi...	Active		@CustAllEmail		{CustID} {CustName}: Third Remin...	0	@CustAllVoice	@CustAllText	0
	Text Voice e	Text Voice e	Inactive					1	@CustAllVoice	@CustAllText	1
	Test Template	Test Template	Active	pune.internal.qa@...	@CustAllEmail			0	@CustAllVoice	@CustAllText	0
	Test Attachment2	Test Attachment2	Active		lockstepqa@gmail...		Test Attachment2				
	Statement Email	Email to the customer Re: Statem...	Active		@CustAllEmail		{CustID} {CustName}: Statement	0	@CustAllVoice	@CustAllText	0
	Second Reminder	Second Reminder to the customer	Active		@CustAllEmail		{CustID} {CustName}: Second Rem...	0	@CustAllVoice	@CustAllText	0
	React Template	React Template	Active		@CustStatement	@CustInvoice	React TemplateIdf	0			0
	ProfileUpdateRequ...	Profile Update Request	Active		@CustAllEmail		Profile update request	0			0
	Percent Credit Used	Email to the Customer Re: Percen...	Active		@CustAllEmail		{CustID} {CustName}:Percent Cred...	0	@CustAllVoice	@CustAllText	0
	Missing PO	Email to the Customer Re: Missin...	Active		@CustAllEmail		{CustID} {CustName}: Missing PO	0	@CustAllVoice	@CustAllText	0
	Invoice Presentme...	Email to the Customer Re: Invoice...	Active		@CustAllEmail		{CustID} {CustName}: Invoice Pres...	0	@CustAllVoice	@CustAllText	0
	Invoice Coming Due	Email to the Customer Re: Comin...	Active		@CustAllEmail		{CustID} {CustName}:Coming Due ...	0	@CustAllVoice	@CustAllText	0
	Invcontmixlive_28	Invoice contact mix live	Active		@InvoiceContact2	abhangale@lockst...	Invcontmixlive_28				
	Invcontbothlive_59	Invoice contact 1&2 live	Active		@InvoiceContact, ...		Invcontbothlive_59				
	Invcontctlive2_6	Invoice contact2 live	Active		@InvoiceContact2		Invcontctlive2_6				
	Invcontctlive2_49	Invoice contact2 live	Active		@InvoiceContact2	lockstepqa@gmail...	Invcontctlive2_49				
	IncontPrimarylive_...	Invoice contact Primary live	Active		@InvoiceContact, ...	abhangale@lockst...	IncontPrimarylive_44				
	IncontPrimarylive_...	Invoice contact Primary live	Active		@InvoiceContact, ...	abhangale@lockst...	IncontPrimarylive_20				
	Fourth Reminder	Email to the customer Re: Fourth ...	Active		@CustAllEmail		{CustID} {CustName}: Fourth Remi...	0	@CustAllVoice	@CustAllText	0

Rows per page: 201-30 of 33

REACT : Reports

Functional Flow:

➤ Navigate to Admin > Master Files > Reports

LOCKSTEP

Selenium_QA

Home

Dashboard

Favorites

Messages

Activities

Accounts

Inquiries

Admin

Master Files

Activity Templates

Activity Types

Company

Credit Class

Customer

Communication Template

Reason Code

Report

Reporting Groups

Sales Rep

Users

Message Settings

Settings & Utilities

Age Accounts

Generate Actions

Sign Typing Customer Name or ID ...

Select User to Assign
Selenium QA

REPORTS

REFRESHBESTVIEWDENITY

ADD NEW RECORD

Actions	Report Name	Short Description	Report Default Output	System Generated
	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="any"/>
	React Invoice - EN	Invoice	PDF	<input type="checkbox"/>
	Collections Letter - EN	Collections Letter	PDF	<input checked="" type="checkbox"/>
	Customer Communication Details	Customer Communication Details	PDF	<input checked="" type="checkbox"/>
	Invoice - EN	Invoice	PDF	<input checked="" type="checkbox"/>
	NA Open Invoice - EN	NA Open Invoice - EN	PDF	<input checked="" type="checkbox"/>
	NA Statement - EN	NA Statement	PDF	<input checked="" type="checkbox"/>
	NA Statement EOM - EN	NA Statement EOM	PDF	<input checked="" type="checkbox"/>
	Open Invoices Letter	Open Invoices Letter	PDF	<input checked="" type="checkbox"/>
	Open Invoices By Contact - EN	Open Invoices By Contact Letter	PDF	<input checked="" type="checkbox"/>
	Past Due Notice - EN	Past Due Notice	PDF	<input checked="" type="checkbox"/>
	Re NA Open Invoice - EN	NA Open Invoice - EN	BMP	<input checked="" type="checkbox"/>
	Re Tes	NA Open Invoice - EN	PDF	<input checked="" type="checkbox"/>
	React NA	NA Statement	PDF	<input checked="" type="checkbox"/>
	Statement - EN	Statement Printing	PDF	<input checked="" type="checkbox"/>
	Statement EOM - EN	Statement EOM Printing	PDF	<input checked="" type="checkbox"/>
	Statement History - EN	Statement History	PDF	<input checked="" type="checkbox"/>
	Tagged Invoices - EN	Tagged Invoices	PDF	<input checked="" type="checkbox"/>
	Test React	Test React	PDF	<input checked="" type="checkbox"/>

Rows per page: 20

1-18 of 18

1

Sara

Hello 🤖 You have reached us after hours. Our hours of operation are Monday through Friday, from 4:30am to 5pm EST.

REACT : Sales Representative

Currently “Add Customers to this User” is disabled and will be included in future release. All other functionality will remain as is.

Functional Flow:

- Navigate to Admin > Master Files > Sales Rep

LOCKSTEP

Avinash_QANew

Home

Dashboard

Favorites

Activities

Messages

Accounts

Inquiries

Admin

Begin Typing Customer Name or ID ...

Select User to Assign
Avinash

SALES REP

REFRESHBESTFITEXPORTDENSITY

Actions	Company ID	Sper ID	Sper Name	Insert Date	Update Date
	Contains	Contains	Contains	Is	Is
Add Customers To This User	1	1000	Dave King	7/05/2024	7/05/2024
Add Customers To This User	1	1001	Tracy Beattie	7/05/2024	7/05/2024
Add Customers To This User	1	1002	Robin Hood	7/05/2024	7/05/2024
Add Customers To This User	1	1003	Rick Weber - Equipment Specialist	7/05/2024	7/05/2024
Add Customers To This User	1	1004	Steve Carlton	7/05/2024	7/05/2024
Add Customers To This User	1	1005	House Account CASH	7/05/2024	7/05/2024
Add Customers To This User	1	1036	Craig Camron	7/05/2024	7/05/2024
Add Customers To This User	1	1053	Ed Goo	7/05/2024	7/05/2024
Add Customers To This User	1	1054	Matt DeSoto	7/05/2024	7/05/2024
Add Customers To This User	1	1055	Todd Rice	7/05/2024	7/05/2024

Rows per page: 201-20 of 33

Hi There! How may I assist you?

REACT : Reporting Groups

Functional Flow:

- Navigate to Admin > Master Files > Reporting Groups

LOCKSTEP

Selenium_QA

Home

Dashboard

Favorites

Messages

Activities

Accounts

Inquiries

Admin

Master Files

Activity Templates

Activity Types

Company

Credit Class

Customer

Communication Template

Reason Code

Report

Reporting Groups

Sales Rep

Users

Message Settings

Settings & Utilities

Age Accounts

Generate Actions

Begin Typing Customer Name or ID ...

Selenium QA

REPORTING GROUPS

REFRESH

BESTFIT

EXPORT

DENSITY

ADD NEW RECORD

Actions	Reporting Group	Issue	Addr Line 1	Addr Line 2	Addr Line 3	Addr Line 4	Addr Line 5	City	State
	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>
	InvRepGroupLive	Invoice Reporting Group - Live	91 Springboard					Pune	
	LiveCustRepGroup	Customer Reporting Group	91 Springboard					Pune	
	rep	Test							
	Test React	FFF	91Springboard					Pune	Maharashtra
	Test33	fdf	91Springboard					Pune	Maharashtra
	yyyy	o	91Springboard	Pune	MH	INDIA	Asia	Pune	Maharashtra

Rows per page: 20 1-6 of 6

REACT: Message Settings

Functional Flow:

- Navigate to Admin > Master Files > Message Settings

LOCKSTEP

Avinash_QANew

Home

Dashboard

Favorites

Activities

Messages

Accounts

Inquiries

Admin

Master Files

Activity Templates

Activity Types

Company

Credit Class

Customer

Communication Template

Reason Code

Begin Typing Customer Name or ID ...

Select User to Assign
Avinash

MESSAGE SETTINGS

REFRESHBESTFITEXPORTDENSITY

Actions	Priority	Description	Standard Alert Code	Color	Is Hidden
	Equals	Contains	Contains		Is any
	5	Expected Payment Promise Broken	BrokenPromise		<input type="checkbox"/>
	1	Customer Message	CustomerMessage		<input type="checkbox"/>
	4	Draft Activities	DraftActivity		<input type="checkbox"/>
	2	Error Sending Email	ErrorSendMailAlert		<input type="checkbox"/>
	31	Followup Due Today	FollowupDueAlert		<input type="checkbox"/>
	3	Internal Message	InternalMessage		<input type="checkbox"/>
	35	Open Issue without Open Activity	OrphanIssue		<input type="checkbox"/>
	11	Followup Past Due	PastDueFollowupAlert		<input type="checkbox"/>
	110	Pending Payment Declined During Last 7 Days	PendPmtDeclined		<input type="checkbox"/>
	25	Pending Payment No Response During Last 7 Days	PendPmtNoResponse		<input type="checkbox"/>

Rows per page: 201-13 of 13

REACT : Activity Page

Functional Flow:

- Navigate to Admin > Master Files > Activity Template

LOCKSTEP

Abhangale_QA

Home

Dashboard

Favorites

Messages

Activities

Accounts

Inquiries

Admin

Master Files

Activity Templates

Activity Types

Company

Credit Class

Customer

Communication Template

Reason Code

Report

Reporting Groups

Sales Rep

Users

Message Settings

Settings & Utilities

Age Accounts

Generate Actions

Begin Typing Customer Name or ID

Select User to Assign
Abhangale_QA

87

ACTIVITY TEMPLATE

REFRESH

BESTFIT

DENSITY

ADD NEW RECORD

Actions	Activity Template	Priority	Issue Description	Communication Note	Report Name	Templates	Reason Code	Attach Inv...	Attach Ext...	Limit Attachments...	Cust Cont...	Tag/Track ...	Tag/Track ...	Color
	Contains	Contains	Contains	Contains	Contains	Contains	Contains	Is any	Is any	Contains	Is any	Is any	Is any	
	Welcome Email	50	Welcome Email to the Customer	Email to the Customer Re: Welco...		Welcome Email		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Invoice Presentme...	5	Invoice Presentment Email to the ...	Email to the Customer Re: Invoice...		Invoice Presentme...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Invoice Coming Due	50	Invoice Coming Due Email to the ...	Email to the Customer Re: Comin...		Invoice Coming Due		<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	First Reminder	40	First Reminder Email to the Custo...	Email to the Customer Re: First R...		First Reminder		<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Second Reminder	20	Second Reminder Email to the Cu...	Email to the Customer Re: Secon...		Second Reminder		<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Third Reminder	30	Third Reminder Email to the Cust...	Email to the Customer Re: Third R...		Third Reminder		<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fourth Reminder	10	Fourth Reminder Email to the Cus...	Email to the Customer Re: Fourth ...		Fourth Reminder		<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Statement Email	50	Statement Email to the Customer	Email to the Customer Re: State...	Statement - EN	Statement Email		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Cont Reach Out	5	Continuous Reach Out Phone Call...	Phone Call to the Customer Re: P...				<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Missing PO	50	Missing PO Email to the Customer	Email to the Customer Re: Missin...		Missing PO	Missing PO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Credit Hold Email	50	Credit Hold Email to the Customer	Email to the Customer Re: Credit ...		Test CC		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Percent Credit Used	50	Percent Credit Used Email to the ...	Email to the Customer Re: Percen...		Percent Credit Used		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SupervisorEscalati...	1	Escalation of invoice to the super...	Escalation to Supervisor Re: Past ...				<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Invoice cntct mgm...	33	Invoice cntct mgmnt	Invoice cntct mgmnt		Test Contact mgm...		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Test Template	11	Test Comm	Test Comm		DevOps 49605 Test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	AutoTest_B0755_1	1	Email only			AutoTestLive_48 H...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	AutoTest_B0755_2	2	Report Only		Statement - EN			<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	AutoTest_B0755_3	3	Email & Report		Statement - EN	AutoTestLive_48 H...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	AutoTest_B0755_4	4	Invoice Rep Group		Invoice - EN			<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	AutoTest_B0755_5	5	Customer Report Group		Statement - EN			<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Rows per page: 20 1-20 of 79

Sara

Hello 🌞 You have reached us after hours. Our hours of operation are Monday through Friday, from 4:30am to 5pm EST.

Thank You